



**SOUTH DAKOTA DEPARTMENT OF AGRICULTURE**  
DIVISION OF WILDLAND FIRE SUPPRESSION

4250 Fire Station Rd., Ste 2  
Rapid City, SD 57703-8722  
Phone: 605-393-8011  
FAX: 605-393-8044  
Web Address – [www.state.sd.us/doa](http://www.state.sd.us/doa)

3/29/10

To whom it may Concern:

Wildland Fire Suppression will be holding training sessions for IQSWeb for any interested departments. The training will consist of a short presentation and then a hands on portion. We would ask that the hands on portion of the training be reserved for those designated by the Chief of your department to have access to IQSWeb. Others may sit in on the training if they wish to observe.

See attached letter for rules to get access into IQSWeb through WFS. We are trying to limit the number of people whom have access to the program for quality control of the records.

We will have personnel present at the following:

Date:	Place:	Time:
March 31 <sup>st</sup>	Aberdeen Fire Dept.	03:00-05:00 PM and 07:00-09:00 PM
April 12 <sup>th</sup>	GPC/Rapid City	06:00 PM-09:00 PM
April 19 <sup>th</sup>	Deadwood VFD	06:30 PM-09:30 PM
April 24 <sup>th</sup>	Viborg/Southeast District	08:00 AM – 05:00 PM
April 25 <sup>th</sup>	Aberdeen Rural/Northeast District	08:00 AM – 04:30 PM
April 25 <sup>th</sup>	Onida/Central District	08:00 AM-04:00 PM
May 8 <sup>th</sup>	Platte/South Central	08:00 AM-03:00 PM
May 8 <sup>th</sup>	Hot Springs VFD	07:00 PM-09:00P PM

If anyone else would like to host training, please send me an email and we will try to work it in.

Sincerely,  
  
Rob Lehmann  
[Robert.Lehmann@state.sd.us](mailto:Robert.Lehmann@state.sd.us)  
Training Officer  
605-393-4229



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3/24/10

Dear Chiefs, Training Officers, and Firefighters,

Wildland Fire Suppression has moved our IQS Training record system to IQSWeb. We have recently gotten the program up and running and all training records have been transferred to the IQSWeb database. This will help us better work with you as it is real time and available from anywhere that you have internet access. During the transition, we apologize if we missed any updates that your department may have done, but we will work with you to get everything up to speed.

IQSWeb is now available to departments. We have posted a power point for some do's and don'ts while working in IQSWeb. Please take a few minutes to look through the power point as you work in IQSWeb: <http://wfs.sd.gov/training.aspx> (IQS Web Presentation). Also, the HELP button in IQSWeb has a very detailed explanation of how the functions within the program work. IQSWeb is similar to IQS, but has numerous upgrades to the system to increase user friendliness. You can also call at anytime and we will work with you to get an answer for any questions that come up.

To get into IQSWeb, I would like an email or letter from the Department Chief with the following information.

Contact Person:

Email:

Phone #:

Secondary Contact:

Send information to Rob Lehmann at above address, or preferably by email:

[Robert.Lehmann@state.sd.us](mailto:Robert.Lehmann@state.sd.us)

I will then get username and password sent out to the contact person. The contact persons listed will be the folks we work with on IQSWeb issues for your agency. This will hopefully cut down on the number of people we try to work with on IQSWeb issues as they arise. We will also work on an email list for those contacts to send out updates as the system gets the bugs ironed out.

IQSWeb has a lot of features that we will start using within the next year, such as training needs analysis, setting up classes, doing nominations through IQSWeb, and other functions for training, qualifications, and record keeping.

Questions please feel free to call at anytime and we will make this process as simple as possible.

Sincerely,

Robert Lehmann

Training Officer

605-393-4229